

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET, P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

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### ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair  
Richard Schadewald, John Vander Leest, Keith Deney

### ADMINISTRATION COMMITTEE

Wednesday, January 2, 2019

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Special December 5, 2018 & December 19, 2018.

1. Review minutes of:
  - a. Housing Authority (November 19, 2018).

### Comments from the Public

### Communications

2. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion to forward to Administration for research on what other counties were doing and feedback from Administration about what implications and consequences were for this policy and report back at the next Administration Committee meeting. Held for 30 days.*
3. Communication from Supervisor Schadewald re: This is my request to review travel, conference and lodging policies related to County Board members. *Referred from December County Board.*

### Technology Services

4. Technology Services Monthly Report.

### Treasurer

5. UPDATED Discussion and possible action on the sale of the following tax deed parcel (review with Realtor of problems associated with the closing of the previously approved sale decision of December 5, 2018 Administration Committee meeting): Parcel 5-1707 at 1338 Bond St. 54303 in the City of Green Bay.
6. Treasurer's Report.

### Corporation Counsel

7. Oral Corporation Counsel Report.

### Administration

8. Budget Status Financial Report for November 2018 - Unaudited.
9. Budget Adjustment Log.
10. Director's Report.
11. Budget Status Report (aka Over/Under report).



12. Discussion and possible action regarding a Resolution to authorize Brown County to provide the Greater Green Bay Convention and Visitors Bureau with a 10-year, \$500,000 interest free loan.
13. Discussion and possible action regarding an Ordinance Amendment to establish procedure for Standing Committees to follow when creating Sub and/or Ad Hoc Committees (the Ordinance Amendment will require that Standing Committees may only create Sub and/or Ad Hoc Committees via a standard fill-in-the-blank Resolution that receives County Board approval, and that provides essential information such as the purpose of the committee, the number of members, how members are selected, who takes minutes, etc.). *Proposed amended Ordinance and proposed fill-in-the blank Resolution will both be handed out at meeting.*

#### **Human Resources**

14. Director's Report.
15. **County Clerk** - Budget Status Financial Report for November 2018 – Unaudited.

**Child Support** – No agenda items.

#### **Other**

16. Audit of bills.
17. Such other matters as authorized by law.
30. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



**PROCEEDINGS OF THE BROWN COUNTY**  
**ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, December 5, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

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**Present:** Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys  
**Excused:** Supervisor Vander Leest  
**Also Present:** Supervisors Hoyer, Lefebvre, Van Dyck, Tran, Borchardt; County Clerk Sandy Juno, Child Support Director Maria Lasecki, Technology Services Director August Neverman, Treasurer Paul Zeller, Corporation Counsel David Hemery, Director of Administration Chad Weininger; and other interested parties

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**I. Call to Order:**

The meeting was called to order by Chairman Tom Sieber at 5:30 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of Special October 31<sup>st</sup>, October 10<sup>th</sup> Regular and Budget and Special November 15, 2018.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to approve. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**1. Review minutes of:**

a. Housing Authority September 24 and October 15, 2018.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** None.

**Communications**

- 2. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion to forward to Administration for research on what other counties were doing and feedback from Administration about what implications and consequences were for this policy and report back at the next Administration Committee meeting.***

Director of Administration Chad Weininger informed HR reached out to other HR Directors and attorneys across the state. There was a state statute that passed for those that donate and those that were recipients of transplants. Some municipalities codified that in their ordinances. Because it was state statute, the county had to follow that law which provided up to 18-weeks, 12 through FMLA and 6 for donors. The Brown County's HR Manager had the ability to grant more unpaid leave if necessary. The county also allowed employees to donate their unused vacation time to other employees. The county was fairly flexible. He felt they were in a good spot. Hoyer believed the request was for paid time off for the donor and would like an idea of costs to do so. Weininger stated it would be hard to do a fiscal because of the unknowns.

Schadewald felt it should be codified so people understood their possibilities. He would encourage

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them to consider that if someone was planning on donating, they had a policy allowing the communication to go out asking or allowing employees to donate their unused leave to that person.

Deneys was not a fan of codifying state statute but would be in favor of codifying this to get it across the whole county so all employees knew that if they wanted to donate, it was an option.

Lefebvre informed the city went through this and they were giving paid leave for any employee that would donate. She didn't know what the length of the time was. They wanted to encourage and not penalize employees. Kneiszel and Van Dyck would like to find out what the city's policy was. It was noted this information may have been provided at their last meeting and located in the minutes.

Corporation Counsel Hemery stated what he heard from other Corporation Counsels was their county boards were reluctant to do more than the state statute because they didn't want to pick and choose among conditions.

**Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

3. **Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17<sup>th</sup> County Board.***

Lefebvre informed her idea was to start thinking of budgets ahead. They don't always get to other committees or know their issues so they needed to start sooner than they did and have each department come to committees and be more forceful on what they needed, for example child and adult protective services as they were understaffed and struggling. Schadewald stated it was the understanding that they were more aware of the problems and prioritize as they head into the budgetary process. The understanding of being proactive versus reactive at budget hearings was their goal.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. *Referred from October 31<sup>st</sup> County Board.***

Van Dyck informed this came to his attention at Executive Committee. There seemed to be some questions about what the policies were and there had been quite a bit of communications coming out via email about benefits. He felt maybe they could head some of the confusion off if they had a county-wide meeting so all employees had the opportunity to come and ask their questions and get the information. He felt it needed to be scheduled during the day on county time. They had the option to attend or not to attend. Communications should be coming from staff, not a volunteer from the Benefits Advisory Committee.

Weininger provided some clarification stating that HR sent out an email to employees stating what was going before committee and then another email noting what the changes were. Sometimes there was talk about potential changes and they don't actually make the changes but they think they do, which causes confusion. What they plan to do going forward was make sure employees know via email what the proposed changes were so they can have a say and after the board takes final action, they will reaffirm what action was changed including what any wage adjustments were. In addition they talked about cross-training their HR staff and they will be holding monthly meetings within the departments so others can talk about benefits too. They did send out presentations out to different



departments that request them. Also, every year it was required that they went through an open enrollment process and had the ability to ask questions and they had two benefit folks that can talk to employees about the changes. They were also going to provide monthly updates on benefits.

Schadewald preferred that they stated they were a "draft" of proposed changes, they had to clear up their communication skills about what was going on. Once they did that, people would get used to it. He felt they had so many HR Directors and plan changes and volatility with that issue and they had to establish consistency for the employees. He felt they were heading in the right direction.

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. Referred from October 31<sup>st</sup> County Board.**

Van Dyck brought this up as there were multiple areas within committees that they could take a look at. It was hard to look at everything globally because when they did that they got nowhere. This was an attempt to look at the structure on certain committees. It wasn't the matter of trying to shift and take authority away from one committee to another, it's what made sense.

Sieber informed there were similar talks at Executive Committee and felt there was a larger conversation they needed to have as it didn't make sense that Corporation Counsel, Director of Admin and HR Director reported to Admin and Executive, they should all just go to one committee and have that commission handle their work.

Schadewald's only question would be as far as which committee would oversee Corp Counsel's budget. It was not a bad thing to take a look at where they were at, he would take Van Dyck's suggestion and make that the impetus to provide the momentum to take a look at committee structure and who was reporting to who and what they were doing right or maybe wrong. He noticed they end up talking a lot on County Board about committee work. It seemed like they didn't have people making the final decision on anything and it went back and forth. The other problem he would identify was the more committees that talked about something, the more muddier the water.

Van Dyck stated this was also referred to Executive for discussion.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

6. **Communication from Supervisor Van Dyck re: Request that Technology Services make it a priority to fix the audio equipment in Room 200. Referred from October 31<sup>st</sup> County Board.**

**Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Communication from Supervisor Schadewald re: I request the Administration Committee to review all county ordinances and/or resolutions concerning how we manage, record and conduct business at all our county meetings. Held until next Administration Committee meeting.**

Schadewald stated this to him was the beginning of a process that every county government should do every so often. One issue he wanted to start with was subcommittees and appointments and who was on them. It was not all clear and they should get better organized.

Hemery informed he would like to have a process where the County Board would approve any new committees via resolution that were being formed noting ad hoc/subcommittees were being created and they weren't sure who was on them, how many members, etc. Financial issues arose with who was taking minutes. County Board staff was stressed or burdened with each new one created. One

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thing Executive Committee did when they formed their redistricting subcommittee was have that subcommittee take their own minutes.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to direct Corporation Counsel to draft proposed language on subcommittees and ad hoc committees and bring back to Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **County Clerk**

8. **Budget Status Financial Report for September and October 2018 – Unaudited.**

County Clerk Sandy Juno stated they were doing well with the budget and will come out with a surplus even though they had the two extra elections.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Budget Adjustment Request (18-126): Reallocation between two or more departments, regardless of amount.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Budget Adjustment Request (18-127): Reallocation between two or more departments, regardless of amount.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Child Support**

11. **Budget Status Financial Report for October 2018 – Unaudited.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Departmental Opening Summary.**

Child Support Director Maria Lasecki informed they were currently recruiting for what used to be their Clerk II position which was retitled as Legal Assistant. The position will close on the 11<sup>th</sup> and had a great candidate pool.

**Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

13. **Director Summary.**

Lasecki stated in terms of a change they were also recruiting for their Employment Specialist position which was a newly approved position for 2019.

**Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Technology Services**

14. **Budget Status Financial Report for October 2018 – Unaudited.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**



15. **Technology Services Monthly Report.**

TS Director August Neverman called out the Analyst II position they had open right now. They had a number of good candidates and started interviews on Monday. They got a call from HR and an offer may be in progress.

They were also working with Administration regarding the box storage related to the Hall of Fame and he was guessing they would have a solution at the next meeting.

There were several updates noted in his report and there were some examples of what the new intranet pages will look like.

**Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Treasurer**

16. **Budget Status Financial Report for October 2018 – Unaudited.**

Treasurer Zeller informed as of October 31<sup>st</sup> they were \$753,731 ahead positive. He was very confident there will be a surplus in the Treasurers budget December 31<sup>st</sup>; any surplus over budget funds went to the county's General Fund.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to suspend the rules to take Items 16 & 17 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

17. **Budget Adjustment Request (18-133): Any increase in expenses with an offsetting increase in revenue.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

18. **Discussion and possible action on the sale of the following tax deed parcel (review of any Realtor received offers as of December 4, 2018 to be presented to Supervisors at meeting):  
\*Parcel 5-1707 at 1338 Bond St. 54303 in the City of Green Bay – Best Offer(s) \$ ??**

Zeller informed a decision was made to use a realtor for this sale, it was a marketable property and they hired a cleaning company to do a property cleaning to make it presentable. They marketed this property for almost a month and put in Realtor Jason Gerhard's hands. They had 9 offers to present to the committee (attached) that had to be over the appraised value that they established with a third party opinion of value. Gerhard briefly went over the offers and stipulations put out there. He informed that because they were not cash offers and they were all being financed they did have the potential issue coming back with the appraisal that it might not appraise out. The #9 Offer was putting a significant amount of earnest money down and based on what they had showed him in the preapproval letter from their lender there was a chance that no matter what the appraisal came back at, they could probably find the means to make up the difference and they wouldn't have to deal with it. There was a potential because they were being financed and there was a finance contingency in all of them that they could say the bank was not giving them the money, they were not going forward with it. However, there was a risk on all of the offers.

Zeller informed the appraisal was the property of the buyer and they don't have to share it. Gerhard informed there were no appraisal contingencies in any of the offers that were separate from the financing contingency but with anything with financing it was part of the underwriting approval process that it had to have an acceptable appraisal. They might never know what the appraisal value was of the property unless they got a denial financing letter because buyers couldn't come up with

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the difference in funds and therefore could not qualify for the mortgage anymore. Zeller added offers were valid through midnight tonight.

Zeller informed their goal was to try and close this by December 31<sup>st</sup>; he had Hemery present for his opinion on the committee accepting a backup offer or contingent offer at this point based on the possibility that the first offer did not come together. After a brief discussion, Schadewald felt either this was their sale or not their sale. They could always schedule a special meeting prior to County Board if the approved offer doesn't go through.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve Offer #9.  
Vote taken. MOTION CARRIED UNANIMOUSLY

19. Discussion and possible action on the sale of the following tax deed parcel (Auction # 18986-10 results of November 30, 2018 to be passed out to Supervisors at meeting):  
\*Parcel 6H-1223-2 2535 West Point Road 54304 in the City of Green Bay – High Bid \$ ??

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to accept the high bid by Andrew Loch for \$107,500. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Discussion and possible action on the sale of the following tax deed parcels (Auction # 18998 results of December 4, 2018 to be passed out to Supervisors at meeting):

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to separate each parcel.  
Vote taken. MOTION CARRIED UNANIMOUSLY

\*Parcel 20-44-37 at 1233 Reber St. in the City of Green Bay – High Bid \$ ??

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to accept the winning of \$3,100 by Jill Hodgkin. Vote taken. MOTION CARRIED UNANIMOUSLY

\*Parcel HB-250-1-2-1 off of S. Overland Road in the Village of Hobart – High Bid \$ ??

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to accept the winning bid of \$1,200 by Cody Borley. Vote taken. MOTION CARRIED UNANIMOUSLY

\*Parcel SU-2496 on Luxury Drive in the Village of Suamico – High Bid \$ ??

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to accept the winning bid of \$500 by Jerome James. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Discussion and possible action on the transfer of the following tax deed parcel to another Dept. within Brown County: Parcel HB-347-A Orlando Drive CTH EE.

Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to transfer highway tax deed parcel to Highway Department. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Treasurer's Report.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

23. Budget Status Financial Report for October 2018 - Unaudited.



Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. Oral Corporation Counsel Report. No report.

Administration

25. Budget Status Financial Report for October 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

26. Budget Status Report (Over/Under Report).

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

27. Budget Adjustment Log.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

28. Director's Report.

Weininger spoke to the Director's Report in the agenda packet material.

Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

29. Director's report.

Weininger spoke to the HR Director's Report in the agenda packet material.

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Closed Session:

30. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for downtown parking.

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to enter into closed session. Roll Call: Sieber, Schadewald, Kneiszel, Deneys. MOTION CARRIED UNANIMOUSLY

31. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for downtown parking.

32. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for downtown parking.

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Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to return to open session.  
Vote taken. MOTION CARRIED UNANIMOUSLY

Other

33. Audit of bills.

Motion made by Supervisor, seconded by Supervisor to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

34. Such other matters as authorized by law.

Sieber would like added to the December or January Executive Committee meeting, Discussion by Corporation Counsel in regard to Closed Sessions.

35. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to adjourn at approximately 9:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein  
Transcriptionist

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**PROCEEDINGS OF THE BROWN COUNTY**  
**ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the Brown County Administration Committee was held on Wednesday, December 19, 2018 in Room 210, City Hall, 100 N. Jefferson Street, Green Bay, WI

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**Present:** Chair Sieber, Supervisors Vander Leest, Kneiszel, Deneys and Schadewald  
**Also Present:** Public Works Director Paul Fontecchio, Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, Supervisors Tran, Borchardt, Kaster, Dantine, Brusky, Landwehr, Van Dyck and Evans, media and other interested parties

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**I. Call to Order:**

The meeting was called to order by Chair Tom Sieber at 5:45 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Resolutions and Ordinances**

**1. Substitute Resolution in Place of Original June 20, 2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve the substitute resolution as presented which adds the paragraph that reads, "BE IT FURTHER RESOLVED, that in light of the fact that the County has already appropriated significant funding to redevelop the FRPC in the Original FRPC Resolution, and that the County is appropriating an additional \$2,952,412.00 for said purpose here, the County shall not appropriate any additional funds going forward regarding the redevelopment of the FRPC".  
*Motion withdrawn; no vote taken*

Supervisor Kneiszel voiced his disappointment that we are looking to spend \$3 million dollars in a 10 minute meeting. He feels this is ridiculous and it should have never come to this. There should have been a full discussion and he noted that many Supervisors were not at the Executive Committee meeting so they are coming into this cold. Kneiszel continued that he had reservations about the speed when this financial assistance package was approved in the first place and this situation is one of the reasons why. He feels we need to ask ourselves why these requests for millions of taxpayer dollars are coming with the clock ticking and no time to consider the details. He added that last month the Board talked for hours about one single position and now we are being asked to just shoot this through. He is not saying this is a bad project and noted he supported it the first time around, but he is disappointed at the way this is happening. Further, if Green Bay Packaging was using its own money to pay for its infrastructure, they would have definitely done the work necessary to make sure the \$5.3 million dollars that was appropriated last time was an accurate cost estimate before proceeding. Kneiszel feels the County should have taken the time to do that, but did not and this is the end result. He also noted in recent correspondence from Green Bay Packaging, that they argued against two lower cost options to deal with the storm water. The additional unbudgeted costs for the residents of Brown County are a concern to Kneiszel and he feels the first document was written in such a way that the County pretty much has to follow through with the project. He noted the City's contribution and the State's contribution could not move, and he questioned why this was written in such a way that it could keep going up.

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Supervisor Schadewald said while he agrees with many of the points made by Kneiszel, he will vote against approving this at this meeting because we should not just be having a 10 minute discussion. He feels this should be referred to County Board by this Committee to talk about; there is no way we should be approving this at this meeting. There needs to be a full discussion and we need to hear from all of the parties.

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to refer substitution resolution to County Board as presented. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

2. Such other matters as authorized by law. None.
3. Adjourn.

**Motion made by Supervisor Deneys, seconded by Supervisor Vander Leest to adjourn at 5:55 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Administrative Specialist

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**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, November 19, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Corday Goddard– Chair, Sup. Andy Nicholson, Ann Hartman and John Fenner

**EXCUSED:** Tom Diedrick – Vice Chair

**OTHERS PRESENT:** Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Patrick Leifker, Ted Matkom, Chuck Lamine, Adam Kofoed, Brown County Sup. Erik Hoyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the October 15, 2018, meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the BCHA minutes. Motion carried.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
There were 149 preliminary applications for October.
  - B. Unit Count  
The unit county for October was 2,796.
  - C. Housing Assistance Payments Expenses  
The October HAP expense totaled \$1,364,531.
  - D. Housing Quality Standard Inspection Compliance  
Of the 433 inspections conducted for October; 236 passed initial inspection, 69 passed reinspection, 91 failed and 37 were a no show.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
For the month October there were 305 port outs with an associated HAP expense of \$281,970. ICS was underspent by \$5,155.25 and the FSS was overspent by \$1,131.06.
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
In October there were 68 active clients, 48 clients in level one; thirteen clients in level two; nine clients in level three and six clients in level four. There was one new contract signed, zero graduates, 34 open escrow accounts and 47 active homeowners.
  - G. VASH Reports (new VASH and active VASH)  
For October, there were two new VASH Clients for a total 33 active VASH clients.



H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of October, there were no new investigation, 14 active cases and two cases closed. There were 116 new applications processed, 114 were approved and two were denied. For the breakdown of investigations by municipality: Green Bay, De Pere followed by Oneida. Application breakdown is as follows: Green Bay, De Pere, followed by Howard and Ashwaubenon.

- I. Quarterly Langan Denials report
- J. Quarterly Active Cases Breakdown
- K. Quarterly End of Participation
- L. Quarterly Customer Service Satisfaction

There are no quarterly reports for this meeting.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

**OLD BUSINESS:**

**NEW BUSINESS:**

- 3. Consideration with possible action on request from Gorman & Company for eight project based vouchers for the Printery Row project.

C. Renier-Wigg informed the Authority about the RFP for vouchers for developers, however, only one developer applied. C. Renier-Wigg gave a brief overview of the project. Included in the overview was the location of the project (Pulaski), the number of units, and the supportive services on site. The location, downtown Pulaski, is not designated a "low income" area, which helps with the goal of deconcentrating poverty. S. Schmutzer, K. Cisneroz, Block Grant Coordinator for the City, and J. Fenner reviewed the RFPs. This project scored 91 out of 100 points. Ted Matkom is here from Gorman & Company to answer any questions regarding their project.

A motion was made by A. Nicholson, seconded by J. Fenner to open the floor. Motion carried.

T. Matkom, Gorman & Company, gave a presentation on the Printery Row project. He gave a brief history of the property. Other information included that the PBVs used will be for the one-bedroom units; however, are willing to use them for two-bedroom units as well; the unit mix, financing, which includes WHEDA and Historic Tax Credits, cost of the project and a time line for the project.

A discussion then ensued between Authority members. Information included the number of units, LSS will be handling the supportive services, the number of vouchers requested, market rate units, target market.

A motion was made by A. Nicholson, seconded by J. Fenner to close the floor. Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to approve eight project based vouchers for the Printery Row project. Motion carried (3-1; A. Nicholson voting nay).

- 4. Consideration with possible action on approval of the ICS budget.

M. Roberts presented the ICS budget to Authority members. A. Nicholson asked if there was anything that stood out. M. Roberts stated no. M. Roberts briefly went through the budget and highlighted a few areas. This included the increase port out admin fees. M. Roberts stated their budget is based off of the actual usage from the year before. The other increase comes from

1a



the salary line, where they applied a 1.9 percent salary increase. The overall budget increased 1.5 percent from last year with a healthcare increase of only one percent.

A. Hartman wanted to know why there are so many port outs. M. Roberts stated it is the trend and as the lease up increase so do the port outs.

A. Nicholson asked what would happen if they only budgeted \$100,000 for port outs. M. Roberts stated that they would be underfunded and would have to use their reserves to cover costs. A. Nicholson asked what if they didn't use the reserves. M. Roberts stated they would still port out and HAP will cover the assistance part of it; which then would make ICS underfunded for their salary and benefit lines. S. Schmutzer stated that HUD sets the amount that is charged back.

A conversation continued regarding the increase in port outs. A. Hartman clarified with M. Roberts that the fee has to be paid because you cannot force another municipality to absorb the voucher. S. Schmutzer stated that was correct. A. Nicholson then asked what would happen if there was no voucher. C. Renier-Wigg stated if HUD changed the rules, they would just have to stay here.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the ICS budget. Motion carried.

5. Consideration with possible action on determination of administrative responsibilities of the BCHA.

Chuck Lamine, Brown County Planning Director, presented a resolution to Authority members to allow for C. Lamine to become Executive Director of the BCHA and allow for Brown County to take over the administrative responsibilities. Information presented included creating a full-time Housing Administrator position, budgeting and creating office space. C. Lamine stated they have spoken to HUD regarding items needed to allow for this switch to happen. He did inform Authority members that he would have to apply for a waiver through BCHA as he does own a duplex and has Section 8 tenant. He stated that the next step, once this resolution is approved, is to create a memorandum of understanding between the County and the BCHA to keep moving forward. He stated this is a good fit and Brown County will do a good job for the BCHA. He then gave a brief background of himself and Adam Kofoed and stated what they can bring to the BCHA.

C. Goddard asked if they could speak to the Authority about some of the opportunities of having a full-time Housing Administrator. C. Lamine informed Authority members of what they expect from the Housing Administrator and the future development opportunities in and outside the City of Green Bay. However, the first hurdle that needs to be tackled is to get approval from the BCHA to allow for administration duties to be transferred to Brown County. C. Lamine also stated that he would like to partner up with the Veteran's Services Office to better serve Veterans.

J. Fenner asked if C. Lamine would be the Executive Director. He stated yes. A conversation then ensued between Authority members, staff and C. Lamine regarding the hiring of the Executive Director. It was again explained by C. Renier-Wigg and C. Lamine that the resolution they are voting on would be appointing C. Lamine as Executive Director. If the Resolution does not pass, C. Lamine will not be Executive Director and BCHA administrative duties will stay with the City. C. Renier-Wigg informed C. Lamine that both J. Fenner and A. Hartman expressed interest in the hiring of the Housing Administrator.



A conversation continued regarding HUD requirements for the BCHA. C. Goddard clarified that if they authorize the resolution, they are voting C. Lamine as the Executive Director. C. Renier-Wigg stated that was correct.

C. Goddard clarified with C. Lamine that after they vote on this resolution, he will come back for them to vote on a more formal organization. C. Lamine stated yes. J. Fenner, again, stated that this vote would be voting in C. Lamine as Executive Director, and he wants "everything" on paper before moving forward. C. Renier-Wigg asked J. Fenner what he wants to add. J. Fenner stated he wants to see the HUD paperwork. She asked J. Fenner for specifics as she has already spoken to HUD. He wants a memo drafted by Scott at HUD. C. Renier-Wigg stated that it's the Housing Administrator position they want to be more involved with as the Executive Director is an overseer. She again explained the resolution and the information needed. However, if the board is not interested in Brown County taking over, they are not going to put in all the work ahead of time.

A. Nicholson asked what the next step will be if this is approved. C. Lamine stated that if it's passed, they would be going to the Planning & Development Transportation Committee and then to the County Board. This will allow for them to create the intergovernmental agreement, which will be funded through BCHA money. Once the resolution moves through the correct committees, the Governmental Agreement will then come back to the BCHA.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the resolution for the administrative responsibilities for the BCHA. Motion approved.

6. Consideration with possible action on approval of the BCHA annual budget and budget resolution 18-02.

C. Renier-Wigg stated this budget will not reflect allocating money for housing projects or programs. Since the County will need time to learn the HUD procedures, they requested not making these allocations at this time.

S. Schmutzer stated she has already taken into account all the changes that have been presented in their information and incorporated into their budget. The only item outstanding is that they added money to Sundry Admin – Miscellaneous. This budget line is for S. Schmutzer and C. Renier-Wigg for time spent helping the county after the first of the year with the transfer of responsibilities to keep things moving forward.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA annual budget and budget resolution 18-02. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA Bills. She stated there is a check going to First American Title, for the Admiral Court Purchase by NeighborWorks. They are closing on Wednesday.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA bills.

8. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the financial report.

1a



A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Date of next meeting: December 17, 2018.

C. Renier-Wigg stated that T. Diedrick was not at the October meeting as he had some medical issues. He is hoping to be back at the December meeting.

A motion was made by A. Nicholson, seconded by J. Fenner to adjourn. Motion carried.



BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: 12-19-18  
Committee: Administration Committee

Motion from the Floor/Late Communication

I make the <sup>following</sup> ~~late~~ late communication:

This is my request to review  
travel, conference and lodging policies  
related to County Board members.

Signed: Richard Schudelf  
District No. 24

(Please deliver to County Clerk after motion is made for recording into minutes.)



3

sd





## **DoTS, Monthly Report, Jan 2<sup>nd</sup> 2018**

Covers Nov & Dec 2018 Technology Services Activity

### **Items of Note**

1. Any questions regarding the DoTS monthly budget reports.
2. Is the committee interested in vendor feedback/discussion regarding 4g/5g and public WiFi in Feb or March Admin Committee meeting?

### **Staffing Report:**

3. Replacing "Enterprise System Analyst II (Desktop)". Vacant since Oct 5<sup>th</sup>, Offer Accepted

### **Project/Activity Updates**

Over 40 active projects (remains higher than normal). 2019 through 2021 are looking to be even busier (right now over 100 planned projects/activities). The number of new systems and upgrades is increasing.

4. **Computer Aided Dispatch (Securus) project** vendor continues to work toward compliance with RFP. **SYSTEM IS LIVE.** See *Public Safety Committee* for more information.
5. **New tax system (LandNav)** vendor is working to meet RFP requirements.
  - a. The go-live will slide to 2019 tax season (May/June 2019).
  - b. One municipality will be parallel tested in the tax billing and collection cycle this November thru Jan/Feb.
  - c. We are using the existing solution to process taxes for 2018 (activity in progress).
6. **Cyber Security Updates:**
  - a. Phishing tests – and malicious email education ongoing
  - b. Beginning work to contract with MSISAC for cyber security support (Completed by end of 2019) contract confirmation in progress
7. **Numerous Sheriff projects:**
  - a. Crime Mapping software – testing continues (data interfaces completed)
  - b. Working on Sheriff Jail Camera project – est portion. Then camera portion of project on track for completion by end of 2019.
8. Working with Sheriff and D/A for ad-hoc long term high volume storage. Researching other tools now.



9. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout continue complete by end of 2019 (Deadline Jan 2020). In place upgrade in Finance successful. Inventory work ongoing. Approximately 500 PCs (or just under 1/3<sup>rd</sup> left)
10. BCCAN
  - a. eRate for GB Public Schools Project – project continues on track (nearly complete)
  - b. Fiber for the Paper Making Corridor project started (bids awarded at last full board meeting) – with target to be completed by end of 2018. (nearly complete)
11. Dept of Health Moves are active. Moves need to be complete by March 4<sup>th</sup>, 2019. See Human Services for more info.
12. Office 365 Work
  - a. SharePoint for Government migration in progress target end of Jan 2019 (on target, tests were successful)
  - b. Full Office 365 Government Migration likely to continue through Q4 2019. Target is to complete email to cloud before end of year, and then add features at a pace both the County workforce and DoTS support. Simplifying login to first.last and email to [first.last@browncountyi.gov](mailto:first.last@browncountyi.gov)
13. Milestone video surveillance system clustering redundancy testing completed, continuing with remaining grouped servers. Work continues
14. Outstanding items for the County Board:
  - a. RFI for 4g/5g no promise date for this yet (work has started, working to find partner to assist; initial draft report created)
  - b. Working with PSC, Sheriff and Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion. No promise date (to kick off after Nov elections – likely early 2019).
  - c. We will need to discuss long-term plans for the main Board Chambers technology – in conjunction with the City.
15. Beginning preparation for
  - a. Financial/ERP upgrades: vendor approved infrastructure design and 1<sup>st</sup> upgrade scheduled for January. Major upgrades now planned for 2019.
  - b. 911 Radio Tower change in 2020. See Public Safety for more information (2019 budget for 2020)
  - c. Document management system (Laserfiche) upgrade and server migration in progress; servers built, software installs in progress;
  - d. Laserfiche implementation with Finance Q1, then ADRC Q2 then County Clerk Q3 – may overlap with County Board office access
16. DoTS Construction related activity
  - a. UWGB STEM building groundbreaking was Sept 17<sup>th</sup>, work in progress
  - b. Ongoing support for new construction for new Jail PODs and Medical Examiner buildings.
  - c. Computer and staff moves related to Health Department move starting in December and completing before March 2019.
17. Internet and Internet Website Improvement:
  - a. Mockup of Layouts for Public Internet and MyBC finalized & programming started



18. Dual internet and firewall upgrade work moved up due to performance issues with existing firewall. Work started in late November and will continue likely through Q2 2019.

**Completed**

19. Computer Aided Dispatch went live Dec 12<sup>th</sup>

20. Jail Security and door control system upgraded. Allows ongoing progress on Sheriff Jail Camera project.

21. Name the Intranet contest was selected: MyBC

22. First demo for new Help Desk software tool



**Brown County  
Administration**

**Budget Status Report**

For period ended 11/30/2018

Unaudited

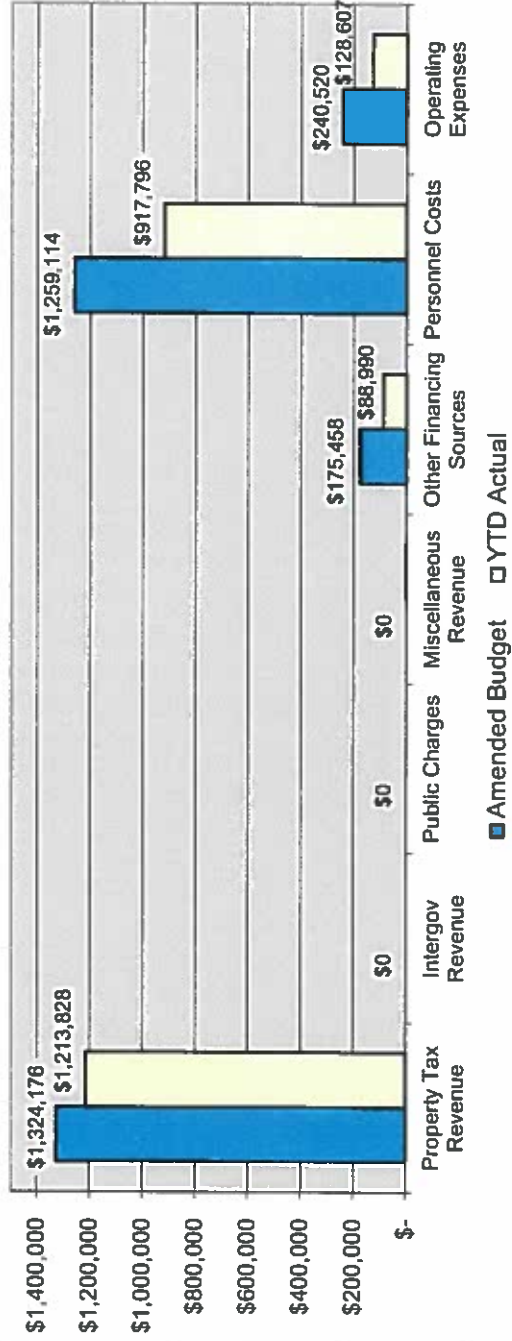
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,324,176	\$ 1,213,828	92%
Intergov Revenue	\$ -	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ 16	0%
Other Financing Sources	\$ 175,458	\$ 88,990	51%
Personnel Costs	\$ 1,259,114	\$ 917,796	73%
Operating Expenses	\$ 240,520	\$ 128,607	53%

**HIGHLIGHTS:**

**Revenues:** Other Financing Sources includes carryover from 2017. Miscellaneous Revenue includes 1/2 day jury duty reimbursement from an employee.

**Expenses:** Personnel costs are trending lower due to vacancies of two positions, a 4 week vacancy of one position, and a 10 week vacancy of another position; travel and training are trending lower than budgeted, as are professional services.

**Administration - November 30, 2018  
Unaudited**







# Budget by Account Classification Report

Through 11/30/18  
\*\*UNAUDITED\*\*

Prior Fiscal Year Activity Included-Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year YTD
<b>Fund 100 - General Fund</b>									
<b>REVENUE</b>									
Property taxes	1,324,176.00	.00	1,324,176.00	110,348.00	.00	1,213,828.00	110,348.00	92	1,116,149.87
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	42,405.03
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	16.00	(16.00)	+++	207.86
Other Financing Sources	86,468.00	88,990.00	175,458.00	.00	.00	88,990.00	86,468.00	51	166,483.00
<b>REVENUE TOTALS</b>	<b>\$1,410,644.00</b>	<b>\$88,990.00</b>	<b>\$1,499,634.00</b>	<b>\$110,348.00</b>	<b>\$0.00</b>	<b>\$1,302,834.00</b>	<b>\$196,800.00</b>	<b>87%</b>	<b>\$1,325,245.76</b>
<b>EXPENSE</b>									
Personnel Costs	1,244,124.00	14,990.00	1,259,114.00	84,562.04	.00	917,795.59	341,318.41	73	885,579.16
Operating Expenses	166,520.00	74,000.00	240,520.00	4,876.23	14,045.00	128,606.66	97,868.34	59	80,807.69
<b>EXPENSE TOTALS</b>	<b>\$1,410,644.00</b>	<b>\$88,990.00</b>	<b>\$1,499,634.00</b>	<b>\$89,438.27</b>	<b>\$14,045.00</b>	<b>\$1,046,402.25</b>	<b>\$439,186.75</b>	<b>71%</b>	<b>\$966,386.85</b>
<b>Fund 100 - General Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,909.73</b>	<b>\$0.00</b>	<b>\$256,431.75</b>	<b>(\$242,386.75)</b>		<b>\$358,858.91</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>1,410,644.00</b>	<b>88,990.00</b>	<b>1,499,634.00</b>	<b>110,348.00</b>	<b>.00</b>	<b>1,302,834.00</b>	<b>196,800.00</b>	<b>87%</b>	<b>1,325,245.76</b>
<b>EXPENSE TOTALS</b>	<b>1,410,644.00</b>	<b>88,990.00</b>	<b>1,499,634.00</b>	<b>89,438.27</b>	<b>14,045.00</b>	<b>1,046,402.25</b>	<b>439,186.75</b>	<b>71%</b>	<b>966,386.85</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,909.73</b>	<b>(\$14,045.00)</b>	<b>\$256,431.75</b>	<b>(\$242,386.75)</b>		<b>\$358,858.91</b>



# 2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
<a href="#"><u>18-132</u></a>	11/28	HHS-CTC	New hospital beds specially designed for safety of psychiatric patients are needed to be compliant with current regulatory requirements. Funds not needed in the budget for general Medical Supplies will be transferred to Equipment – nonoutlay for purchasing 16 of these beds at a cost of \$1,032 each plus shipping. <b>Amount \$17,500</b>	1	11/29/18	N	Emlid Dept 11/30/18
<a href="#"><u>18-133</u></a>	11/28	TREASURER	Increase real estate tax refund account by \$49,500 due to amounts owed to municipalities for reassessed properties resulting in tax decreases. The \$2,000 was originally budgeted but due to the yearly fluctuations in this account, it is difficult to project with accuracy at budget time. Interest revenue is also increasing due to improved rates and will be used to offset the additional expense. <b>Amount: \$49,500</b>	7	11/29/18	Y	AD 12/5 CB 12/19 Emlid Dept 11/29
<a href="#"><u>18-134</u></a>	11/28	Port & Resource Recovery	Brown County Port received a Wisconsin Coastal Management Program (WCMP) federal grant in 2018 to complete an end-use plan for Renard Island. The grant has a 60% match requirement that will be met by cash funding and in-kind contributions from McDonald Companies, NEW Water, WPS, Renard Island End-Use Committee, and Brown County Port. <b>Amount: \$105,000</b>	7	11/29/18	Y	PDT 1/28/19 CB 2/20/19 Emlid Dept 11/30/18
<a href="#"><u>18-135</u></a>	12/3	PALS	This budget adjustment is to reclassify budgeted dollars for the NE Region Housing RLF program for tracking purposes. <b>Fiscal Impact: \$0</b>	2	12/10/18	N	Emlid Dept 12/11/18
<a href="#"><u>18-136</u></a>	12/6	PARKS	The Neshota Park Friends Group raised donations for new playground equipment and land improvements at the community park. This budget adjustment is to account for the capital contribution to the County. <b>Fiscal Impact: \$43,807</b>	7	12/10/18	Y	ED 1/31/19 CB 2/20/19 Emlid Dept 12/11/18
<a href="#"><u>18-137</u></a>	12/12	HHS-CS	New funding was awarded for Quality Improvement Crisis Innovation as additional amount added to the Mental Health Block Grant. This budget adjustment adds both purchased services and revenues to the budget. <b>Fiscal Impact: \$20,000</b>	7	12/12/18	Y	HS 1/23 CB 2/20/19 Emlid Dept 12/13/18



# 2019 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
<u>19-001</u>	12/11/18	Sheriff	<p>This 2019 budget request is to increase grant revenue and related expenses to participate in a Homeland Security WEM/EOD/SWAT Advanced Explosive Breaching training grant (2017-HSW-02B-11062). The grant provides funds for the National Tactical Officer's Association to send instructors to Brown County to instruct the course. There is no match required for this grant. This grant was previously added to 2018 budget by BA 18-52 but was not completed so will be pushed into 2019 by grant modification.</p> <p><b>Fiscal Impact: \$47,000</b></p>	7	12/12/18	Y	<p>PS 1/2/19 CB 1/16/19 Emld Dept 12/13/18</p>

9



DEPARTMENT OF ADMINISTRATION

*Brown County*



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

December 21, 2018

Committee Date:  
January 2, 2019

TO: Administration Committee  
  
FROM: Chad Weininger  
Director of Administration  
  
SUBJECT: December Director's Report

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**I. Risk & Purchasing Department**

Claims for November-December: Two (2) claims were filed. One (1) damage to an apartment wall when the Sheriff's Department was performing a welfare check. One (1) paint from line painting getting on a vehicle.

Incidents: Eight (8) incidents were recorded since the last update. Two (2) incidents at the Central Library: one (1) where a patron could not be woken up, the police were called and he was awoken and one (1) where a child tripped and fell. One (1) collision between a snowplow and a vehicle with injuries. One (1) at ADRC where an employee's hand was smashed in a door while unloading a truck. One (1) at CTC when a patient fell in the lobby area. One (1) at Resource Recovery where an employee had a chemical splash in his eye. One (1) where a rock flew off a truck and cracked a side window on the mail van. One (1) where an airplane was cosmetically damaged from the sand used on the runway.

Lawsuits: One (1) lawsuit was filed against the Jail for allegations of religious rights infringement since the last update.

Purchasing: Purchasing published/completed (3) RFBs, (3) RFPs, (6) RFQs & (3) OTPs.

Grievances: None.

**II. Finance Department**

2019 Budget: Updates made in NewWorld to reflect oversight/County Board Committee changes. Finalized Adopted book scheduled to be complete and posted online no later than January 16, 2019.

2018 Audit (CAFR): Schenck completed interim fieldwork for the 2018 audit the week of December 3rd. They did not identify any significant issues.

2018 Budget: Refer to over/under year to date report.



**III. Tax Increment Finance District**

One (1) Wrightstown Annual JRB Review.

**IV. New World ERP (Logos)/Kronos Projects Update**

Tyler Technologies, the software vendor for our Financial System, is expecting to have the year-end release available at the end of December or first part of January. Once available, this upgrade will be installed in the test environment then installed into our production environment.

The 2019 project list is being reviewed and finalized. This list includes the New World ERP (Logos) / Kronos Projects that will be completed in 2019.

**V. Other**

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive



## 2018 Contingency Fund Usage

Starting Balance	\$300,000
Usage to date	<u>-\$300,000</u>
Balance	\$ 0

### Usage Details:

- 1) \$39,000–Courts: to add security glass at the front counters for the Court Commissioner's office.
- 2) \$9,500–Sheriff: to fund study of courthouse security best practice and design options.
- 3) \$24,000–Public Safety Communications: to fund staff overtime hours related to the implementation of the new Computer Aided Dispatch system.
- 4) \$43,000–Medical Examiner: to purchase a vehicle for use during responses to scenes.
- 5) \$51,000–Sheriff: WonderWare Jail door control software for the completion of the Jail Video Surveillance System Project.
- 6) \$25,283–Circuit Courts: Audio Upgrade in Branch 6
- 7) \$56,500–Sheriff:
  - a) \$26,000–two weapons/contraband detectors for the Jail.
  - b) \$15,000–installation of two recreational enclosures at the Jail
  - c) \$15,500–purchase of one late-model used vehicle for the Sheriff's fleet, tentatively designated for Jail use.
- 8) \$21,887–PALS: Vehicle replacement
- 9) \$29,830–Clerk: Purchase of additional election tabulators to distribute to municipalities for additional polling locations and to replace any malfunctioning ones.

## Room Tax Analysis

### Analysis of 2018 vs 2017 - Room Tax Data from Associated Bank's Report

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank		Month to Month Change 18 vs. 17		Year to Date Change 18 vs. 17	
	2017	2018	Dollar	Percent	Dollar	Percent
January (December Room Tax)	521,603.62	478,587.50	(43,016.12)	-8.25%	(43,016.12)	-8.25%
February (January Room Tax)	311,613.36	279,033.37	(32,579.99)	-10.46%	(75,596.11)	-9.07%
March (February Room Tax)	373,416.62	336,727.03	(36,689.59)	-9.83%	(112,285.70)	-9.31%
April (March Room Tax)	409,275.83	424,232.77	14,956.94	3.65%	(97,328.76)	-6.02%
May (April Room Tax)	372,356.46	431,010.77	58,654.31	15.75%	(38,674.45)	-1.95%
June (May Room Tax)	403,728.27	464,200.96	60,472.69	14.98%	21,798.24	0.91%
July (June Room Tax)	500,877.08	511,572.94	10,695.86	2.14%	32,494.10	1.12%
August (July Room Tax)	629,694.90	683,069.61	53,374.71	8.48%	85,868.81	2.44%
September (August Room Tax)	681,800.97	644,153.08	(37,647.89)	-5.52%	48,220.92	1.15%
October (September Room Tax)	712,737.93	811,342.54	98,604.61	13.83%	146,825.53	2.99%
November (October Room Tax)	654,533.58	689,498.80	34,965.22	5.34%	181,790.75	3.26%
December (November Room Tax)	574,491.21	-	(574,491.21)	-100.00%	(392,700.46)	-6.39%
	<u>6,146,129.83</u>	<u>5,753,429.37</u>				



Brown County  
Budget Status Report -- Levy Funded Departments  
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)
006 Board Office	560,909	0
010 Circuit Courts	2,006,639	0
012 Clerk of Courts	757,191	0
013 Public Safety	6,735,634	0
014 Medical Examiner	547,691	0
016 Corporation Counsel	602,290	0
019 County Clerk	282,654	0
024 District Attorney	1,406,332	0
029 Executive	351,524	0
032 Administration	1,324,176	0
048 Land Conservation	457,179	0

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs Budget Variance Favorable (Unfavorable)	Comments  (Updated at least quarterly) (Last updated for November 30, 2018)
0	36,043	36,043	All of the annual audit expense (\$80,000), had been paid as of October 31, 2018, resulting in operating expenses being over budget as of 10/31, but personnel costs were significantly lower than budget, offsetting this difference for a small surplus. Based on results through 11/30, expect a surplus of more than \$35k for the year.
0	134,167	134,167	State aid for the second half of the year was received in August, resulting in revenues significantly ahead of budget and a large surplus that will mostly correct itself, although expenses were slightly below budget as of 11/30, primarily personnel expenses, which were \$79k under budget. Expect to end the year with a surplus.
0	159,727	159,727	Primary variance is because operating expenses are 77% (compared to 92% of the year at 11/30). Notably, Guardian ad litem invoices are recorded a month behind, which would largely explain the Juvenile and Probate, but does not fully explain the difference for Guardian ad litem Family & Paternity that was under budget by \$84,000 taking into account the month delay on invoices. Ad litem is at judge discretion and can vary depending on the cases that are seen each month. Further, state aid was received for the second half of the year, which includes \$32,000 to fund the rest of the year. Lastly, personnel expenses were \$101,000 below budget for this point in the year.
0	291,782	291,782	Favorable variance increased by \$151k in November, with personnel and operating expenses coming in under budget. Expect a significant favorable variance at year end.
0	218,878	218,878	Operating expenses were significantly under budget, primarily because of transportation and lab services that were \$14k and \$42k under budget at 11/30. Also, the professional services contract with Dane County was \$112,000 under budget, although there were no charges recorded in November, which would indicate some additional expenses will be recorded before year end. Further, revenue was about \$21k higher than expected because of transfers in at the beginning of the year and public charges that were slightly above expectations.
0	225,940	225,940	Personnel costs were about \$70k below budget, revenues were about \$20k high because the intrafund transfers were recorded at the beginning of the year, and none of the \$33,629 budgeted for capital outlay had been expended as of 11/30/18. The remainder of the difference was because of contracted legal services that are under budget as of 11/30, but vary throughout the year.
0	59,040	59,040	Primarily due to public charges for passports, which were \$29k higher than expected and personnel expenses that were \$24k lower than expected. Expect to finish the year with a surplus.
0	50,295	50,295	Personnel costs were \$36k below expectations. Further, contracted and professional services, which vary throughout the year, were under budget, although these were largely offset by public charges and intergovernment revenues below expectations.
0	31,875	31,875	Primary due to personnel costs that were \$24k under budget.
0	256,432	256,432	A position that would be funded with a transfer in was not used, but even taking this into account personnel was about \$157k under budget because of vacancies, including Finance Director, and another vacant position. Operating expenses were also \$92k under budget. Expect a significant surplus at year end.
0	96,508	96,508	Expenses are below budget expectations because most land owners payments have not been paid as of 11/30/18, which are about \$110k below expectation. This difference is partially offset by grant revenue that will be collected related to these payments.



Brown County  
Budget Status Report -- Levy Funded Departments  
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)
054 Facility Management	2,457,686	0
058 Museum	966,999	0
060 Health	2,164,909	0
062 Park	903,896	0
064 Human Resources	1,352,599	0
066 PALS	780,430	0
072 Register of Deeds	(786,312)	0
074 Sheriff	30,142,288	0
080 Treasurer	(1,154,418)	0
083 UW Extension	473,697	0

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments  (Updated at least quarterly) (Last updated for November 30, 2018)
0	22,920	22,920	Favorable variance decreased from October by about \$45k. Expect to finish the year very close to budget with either a small surplus or deficit (less than \$30k either way).
0	422	422	The small favorable variance was achieved because personnel expenses that were below budget for the last few months. These savings will result in the museum being very close to budget or a slight surplus at year end.
0	268,704	268,704	On the revenue side, it appears that State grant funding will be under budget by about \$100k, but Federal grants and public charges will both exceed expectations, resulting in total revenues almost the full amount budgeted. Personnel costs were about \$211k below budget expectations, contracted services and travel were \$55k and \$41k under budget, respectively, which were offset by supplies expense, which were \$50k over budget (notably, the supplies expense budget was cut \$65,707 in the 2018 budget).
0	178,042	178,042	Revenue increased significantly because of donations that came in November. Surplus is largely driven by charges and fees that were above budget for camping and rent. Even with a potentially large capital outlay remaining, Parks will finish with a surplus at year end.
0	262,898	262,898	Surplus due to personnel expenses about \$188k lower than expected for the first nine months of the year and legal services chargebacks about \$29k lower than expected.
0	137,316	137,316	Both revenue and expenses are below budget expectations because grant expenditures and related revenue are less than expected for the first 11 months of the year, although public charges had already exceeded the annual budget. Between public charges and personnel costs coming in significantly lower than expected, PALS has a significant surplus that will continue through the end of the year. Per Cole in PALS, the transportation planner position was vacant for the first half of the year, which led to lower than expected personnel costs and grant revenue as this position is grant funded.
0	160,783	160,783	Surplus was caused by revenues that exceeded expectations, specifically Real estate transfer taxes, which were \$205k ahead of expectations, partially offset by registered sales revenue that was \$133k under budget. Expect to have a significant surplus at year end.
0	145,617	145,617	Revenue and expense are both at 91% of the annual budget, which is slightly below expectations. Notably, the probation/parole revenue, a one-time payment, was received in November for \$133k - significantly lower than budgeted. Also, the sheriff changed its billing policy for school liaisons. In prior years the full year was billed at the end of the school year, but they will be billed at the end of each September, which will result in school liaison revenues significantly over budget. Despite these upcoming changes in these revenues, expense overages primarily in contracted services may lead to a small deficit at year end.
0	826,040	826,040	Interest from investments were \$453k above expectations and was recorded at \$145k in November with a monthly expected revenue of only \$65k, expect to end the year with a surplus of approximately \$900k.
0	16,997	16,997	Personnel costs were about \$49k below expectation, partially offset by public charges and donations were almost \$28k under budget. Other differences were smaller and mostly offset each other.



Brown County  
Budget Status Report -- Levy Funded Departments  
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)
084 Veterans Service	353,029	0
Subtotal - General funds w/o General Government adjustments	52,687,022	0
090 General Government	(7,799,456)	(1,420,751)
<b>General Fund totals</b>	<b>44,887,566</b>	<b>(1,420,751)</b>
201 Community Services	16,172,778	0
630 Community Treatment Center	3,199,210	(649,407)
Health and Human Services subtotal	19,371,988	(649,407)
105 Library	6,822,437	(54,948)
210 Child Support	375,800	0
230 Syble Hopp School	2,949,682	(99,150)
240 County Roads and Bridges	141,000	0
300 Debt Services	14,086,908	(478,617)
412 Veteran's Memorial Comp Cap Fund	49,565	(4,625,238)

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments  (Updated at least quarterly) (Last updated for November 30, 2018)
0	40,636	40,636	Personnel costs were about \$29k lower than expected for the first 11 months of the year. Support service expenses were also \$9k under budget expectations. All other accounts were as expected or with minor, offsetting differences.
0	3,621,062	3,621,062	
(1,183,959)	497,916	1,681,875	Revenues - State shared revenue payments are received in July and November. \$1.8M was recognized in July and \$2.8M was received in November. All carryover funds for 2018 have been transferred to departments already. Expenses - No expenses were recorded for comp plan adjustment (\$1.1M), casual pay (\$175k), retirement and sick leave (\$29k), or fringe benefits related to retirement (\$300k). All operating expenses have been recorded save the contingency account (\$30k) and intrafund transfer out (acct 9005 - \$39k). Based on this information, expect a significant surplus in this fund at year end.
(1,183,959)	4,118,978	5,302,937	
0	(1,556,267)	(1,556,267)	Expenses have increased for Health and Human services programs, primarily related to purchased services, which are at least \$1 million over budget. Additionally, the revenue that is recoverable with Federal and State funding has decreased. Expenses related to cost centers 148 and 173 related to the Birth to 3 and CCS programs, which receive grant reimbursements through the State, decreased, while cost centers 141, 144, and 161 saw increases, almost none of which was reimbursable through any State funding. As a result, grant revenues were \$802k below expectation as of 11/30/18.
(541,173)	245,245	786,418	Expenses were slightly lower than revenues in November, after two months of small deficits in September and October. Surplus is from a large once-off payment received in August, but it appears likely that CTC will end 2018 with a surplus.
(541,173)	(1,311,022)	(769,849)	
(45,790)	571,942	617,732	Expenses were lower primarily because personnel costs were \$396k under budget expectations due to vacancies.
0	90,019	90,019	Operating expenses and intergovernmental revenues were under budget expectations because the additional \$150,000 received from the state in April and allocated to contracted services in May had hardly been spent as of 11/30. Additionally, personnel expenses were about \$123k under budget expectations.
(82,625)	221,887	304,512	All property tax allocation (\$2.9M) were recognized in the first 7 months of the year because Syble Hopp has a different fiscal year (6/30 year end). As expected, with the start of school expenses exceeded revenues by about \$500k in both September and October. In November because tuition payments were collected, reducing the deficit to \$145k. Expect the rest of tuition revenues and additional state grant and aid revenue to balance expenses to end 2018 with a small surplus.
0	(165,284)	(165,284)	Road construction expenses exceeded budget by \$167k, while intergov revenue only exceeded budget by \$34k.
(398,848)	(305,137)	93,711	Property tax revenue is not recognized evenly throughout the year. Semi-annual interest payments occurred in May. Principal payments were made in November. Some interest will be recognized in December, but a deficit will be shown, as expected, at year end.
(3,854,365)	180,993	4,035,358	Favorable variance while construction is pending.



Brown County  
Budget Status Report -- Levy Funded Departments  
As of November 30, 2018

Department	Total Tax Levy 2018	Amended Budget Surplus (Deficit)
440 Highway Projects	1,367,053	(546,377)
Brown County totals	90,051,999	(8,523,895)
900 Aging Resource Center	624,736	0
<b>Grand Totals</b>	<b>90,676,735</b>	<b>(8,523,895)</b>

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments  (Updated at least quarterly) (Last updated for November 30, 2018)
(455,314)	(479,127)	(23,813)	No Federal grant money had been received, but the whole property tax allocation was shown as revenue, resulting in a deficit that will largely be corrected by Federal grant funds that will be received related to this work.
(7,103,247)	1,612,229	8,715,476	
0	8,671	8,671	ADRC ledger updated in New World only in June and December. Surplus shown was for activity through June plus shared expenses allocated to ADRC for July-September. The surplus was largely due to personnel expenses that were about \$70k less than budget for the first half of the year.
(7,103,247)	1,620,900	8,724,147	



January 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING \$500,000 LOAN TO  
GREATER GREEN BAY COVENTION & VISITORS BUREAU, INC.**

**WHEREAS**, the Greater Green Bay Convention & Visitors Bureau, Inc. (GGBCVB) has served the Brown County area since it was first incorporated in 1969; and

**WHEREAS**, the GGBCVB currently plans to build a new, \$6.5 million, 12,500 square foot, two-story visitors center in a high visibility area between Cabela's and Lambeau Field to address current visitor center deficiencies and needs, including the need for a permanent location due to plans to demolish the Brown County Veterans Memorial Arena; and

**WHEREAS**, the new visitors center will include an outdoor plaza for events, training space, staff offices, and an area with brochures, informational displays and community educational installations, as well as sufficient space to accommodate visiting tour buses; and

**WHEREAS**, the new visitors center will emphasize the region's cultural and industrial history; and

**WHEREAS**, direct visitor spending in Brown County in 2017 was \$671 million; and

**WHEREAS**, the new visitors center is anticipated to welcome approximately 100,000 of the 5.7 million people that visit the greater Green Bay area each year, would encourage visitors to explore more area attractions, including dining, shopping, and events, and would educate visitors so that, when they leave, they know more about the community beyond the event or attraction that brought them here; and



**WHEREAS,** significant funds have been raised to date for the construction of the new visitors center, including funds from the Oneida Nation and the WPS Foundation, but additional funds are needed before construction may begin; and

**WHEREAS,** it is desirable for Brown County to provide a \$500,000, 10-year, interest free loan to the GGBCVB for the purposes of: conserving, developing and improving the current visitor center, which does and will continue to advertise the advantages, attractions and resources of Brown County; bringing in visitors to Brown County that otherwise would not come; and enhancing Brown County's tax base by generating additional revenue for area businesses which promotes job growth and retention; and

**WHEREAS,** it is desirable to have said loan repaid to Brown County by the GGBCVB over a 10-year period, with no repayment being required during years 1 through 5 of the loan, and with repayment in the amount of \$100,000 per year being required in years 6 through 10 of the loan.

**NOW THEREFORE BE IT RESOLVED,** that pursuant to authority granted by Wis. Stats. Sec. 59.56(10), the Brown County Board of Supervisors hereby authorizes a \$500,000, 10-year, interest free loan to the GGBCVB, for the purposes of: conserving, developing and improving the current visitor center, which does and will continue to advertise the advantages, attractions and resources of Brown County; bringing in visitors to Brown County that otherwise would not come; and enhancing Brown County's tax base by generating additional revenue for area businesses which promotes job growth and retention, as well as for other purposes mentioned above in this Resolution; and

**BE IT FURTHER RESOLVED,** that said loan shall repaid to Brown County by the GGBCVB over a 10-year period, with no repayment being required during years 1 through 5 of



the loan, and with repayment in the amount of \$100,000 per year being required in years 6 through 10 of the loan; and

**BE IT FINALLY RESOLVED**, that Brown County Administration and Corporation Counsel are hereby authorized and directed to take any and all actions necessary to carry out the directives of this Resolution, including but not limited to entering into a Loan Agreement between Brown County and the GGBCVB with terms and conditions consistent with this Resolution and as acceptable to Brown County Administrations and Corporation Counsel.

*Fiscal Note:*

*This Resolution requires an appropriation from the General Fund of \$500,000, which will result in an approximate reduction of \$15,000 per year in reduced interest earned, which is projected to be offset by increased interest revenue.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

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TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Corporation Counsel as Directed by Executive Committee on 12-10-2018  
Approved by Corporation Counsel



# Brown County Clerk Budget Status Report

Nov. 30, 2018	Annual	YTD	YTD %
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Transactions</b>	<b>Budget</b>
Personnel Costs	\$ 384,629	\$ 328,196	85%
Operating Costs	\$ 350,054	\$ 311,583	89%
Outlay	\$ -	\$ -	#DIV/0!
<b>REVENUES</b>			
Property Tax	\$ 282,654	\$ 259,099	92%
Public Charges	\$ 274,771	\$ 275,688	100%
Intergov't Charge for Serv.	\$ 173,932	\$ 159,638	92%
Misc.	\$ 150	\$ 1,494	996%

Transfer in HR

\$ - \$ 3,176

Unaudited

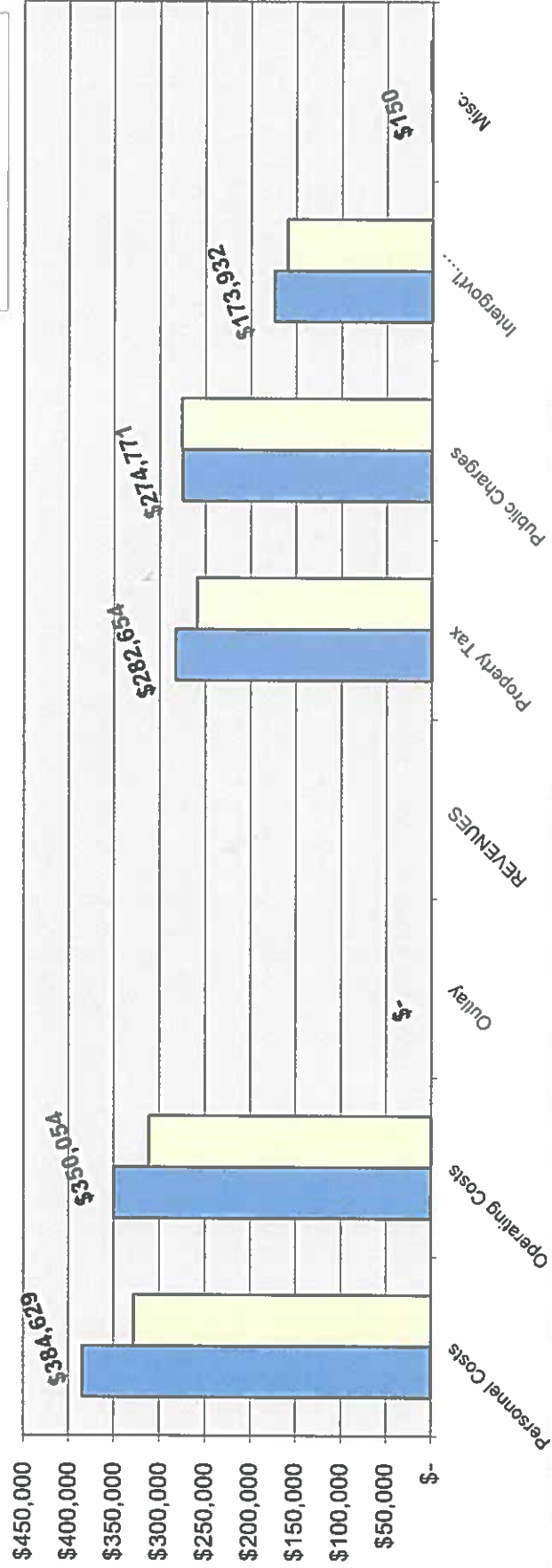
## HIGHLIGHTS - January-November Percent of Fiscal Year (92%)

Expenditures: Operating costs are under budget. The County Clerk's Office had several vacancies during the year resulting in Personnel Costs savings.

Revenues: Revenues are high due to passport sales. Fall partisan elections expenses are in and \$37,906 in municipal chargebacks will be added to Intergovernmental revenues after Jan. 1, 2019.

## County Clerk - November 30, 2018

■ Annual Budget  
□ YTD Transactions







# County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 11/30/18

Exclude Rollup Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>REVENUE</b>								
Fund 100 - General Fund								
Department 019 - County Clerk								
Property taxes								
4100	General property taxes	282,654.00	.00	23,554.50	.00	259,099.50	23,554.50	92
		<b>\$282,654.00</b>	<b>\$0.00</b>	<b>\$23,554.50</b>	<b>\$0.00</b>	<b>\$259,099.50</b>	<b>\$23,554.50</b>	<b>92%</b>
<i>Property taxes Totals</i>								
Intergov Revenue								
4700	Intergov charges	173,932.00	.00	.00	.00	159,637.43	14,294.57	92
		<b>\$173,932.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$159,637.43</b>	<b>\$14,294.57</b>	<b>92%</b>
<i>Intergov Revenue Totals</i>								
Public Charges								
4400.194	Permits Work permit	1,000.00	.00	35.00	.00	877.50	122.50	88
4400.195	Permits Alarm permits	29,600.00	.00	800.00	.00	27,790.00	1,810.00	94
4401.192	Licenses Marriage License	92,975.00	.00	4,685.00	.00	88,550.00	4,425.00	95
4401.194	Licenses Dog	4,300.00	.00	.00	.00	.00	4,300.00	0
4600.190	Charges and fees Passport	146,291.00	.00	12,511.94	.00	157,544.27	(11,253.27)	108
4601.012	Sales Copy machine use	205.00	.00	.00	.00	205.00	.00	100
4601.196	Sales Directory	250.00	.00	.00	.00	336.53	(86.53)	135
4609	Miscellaneous public charges	150.00	.00	.00	.00	385.00	(235.00)	257
		<b>\$274,771.00</b>	<b>\$0.00</b>	<b>\$18,031.94</b>	<b>\$0.00</b>	<b>\$275,688.30</b>	<b>(\$917.30)</b>	<b>100%</b>
<i>Public Charges Totals</i>								
Miscellaneous Revenue								
4900	Miscellaneous	150.00	.00	30.00	.00	1,494.26	(1,344.26)	996
		<b>\$150.00</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>\$1,494.26</b>	<b>(\$1,344.26)</b>	<b>996%</b>
<i>Miscellaneous Revenue Totals</i>								
Department 019 - County Clerk								
		<b>\$731,507.00</b>	<b>\$0.00</b>	<b>\$41,616.44</b>	<b>\$0.00</b>	<b>\$695,919.49</b>	<b>\$35,587.51</b>	<b>95%</b>
<b>REVENUE TOTALS</b>								
		<b>\$731,507.00</b>	<b>\$0.00</b>	<b>\$41,616.44</b>	<b>\$0.00</b>	<b>\$695,919.49</b>	<b>\$35,587.51</b>	<b>95%</b>
<b>EXPENSE</b>								
Department 019 - County Clerk								
Personnel Costs								
5100	Regular earnings	280,781.00	2,777.00	20,120.21	.00	229,408.76	54,149.24	81
5102.100	Paid leave earnings Vacation	.00	.00	663.20	.00	7,851.44	(7,851.44)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	1,219.64	(1,219.64)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	790.89	(790.89)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	3,157.48	(3,157.48)	+++
5103.000	Premium Overtime	3,470.00	.00	870.36	.00	4,720.50	(1,250.50)	136
5110.100	Fringe benefits FICA	21,744.00	213.00	1,572.78	.00	18,018.31	3,938.69	82
5110.110	Fringe benefits Unemployment compensation	355.00	.00	25.71	.00	294.46	60.54	83
5110.200	Fringe benefits Health Insurance	45,837.00	2,954.00	3,770.56	.00	39,738.06	9,052.94	81
5110.210	Fringe benefits Dental Insurance	3,954.00	.00	403.02	.00	4,062.65	(108.65)	103
5110.220	Fringe benefits Life Insurance	544.00	.00	36.42	.00	360.17	183.83	66
5110.230	Fringe benefits LT disability insurance	1,020.00	.00	90.08	.00	974.93	45.07	96
5110.235	Fringe benefits ST disability insurance	1,471.00	.00	126.26	.00	1,366.55	104.45	93
5110.240	Fringe benefits Workers compensation insurance	337.00	.00	28.08	.00	308.88	28.12	92





# County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 11/30/18

Exclude Rollup Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 100 - General Fund</b>								
<b>EXPENSE</b>								
Department 019 - County Clerk								
Personnel Costs								
5110.300	Fringe benefits Retirement	20,388.00	19,172.00	1,431.89	.00	15,923.59	3,248.41	83
5198	Fringe benefits - Budget only	1,552.00	.00	.00	.00	.00	.00	+++
	<i>Personnel Costs Totals</i>	<b>\$381,453.00</b>	<b>\$384,629.00</b>	<b>\$29,138.57</b>	<b>\$0.00</b>	<b>\$328,196.31</b>	<b>\$56,432.69</b>	<b>85%</b>
Operating Expenses								
5300	Supplies	.00	.00	.00	.00	24.70	(24.70)	+++
5300.001	Supplies Office	15,900.00	15,830.00	94.89	.00	8,615.15	7,214.85	54
5300.004	Supplies Postage	10,612.00	10,612.00	4,596.99	.00	9,819.84	792.16	93
5304	Printing	5,500.00	4,000.00	.00	.00	8,833.35	666.65	93
5304.100	Printing Forms	36,000.00	(4,000.00)	.00	.00	31,266.79	733.21	98
5305	Dues and memberships	524.00	.00	119.00	.00	534.00	(10.00)	102
5306.100	Maintenance agreement Software	47,450.00	.00	.00	.00	47,106.94	343.06	99
5307.100	Repairs and maintenance Equipment	20,200.00	20,200.00	.00	.00	20,737.36	(537.36)	103
5310	Advertising and public notice	37,200.00	.00	2,854.82	.00	29,750.95	7,449.05	80
5330	Books, periodicals, subscription	782.00	.00	.00	.00	703.10	78.90	90
5340	Travel and training	7,800.00	7,800.00	.00	.00	4,088.15	3,711.85	52
5370	Support Services	5,355.00	5,355.00	.00	.00	5,355.00	.00	100
5395.003	Equipment - nonoutlay technology	.00	3,600.00	.00	.00	2,340.99	1,259.01	65
5410.400	Insurance Bond	102.00	102.00	.00	.00	100.00	2.00	98
5505	Telephone	600.00	600.00	42.48	.00	455.91	144.09	76
5600	Indirect cost	56,544.00	56,544.00	4,712.00	.00	51,832.00	4,712.00	92
5601.100	Intra-county expense Technology services	40,416.00	40,416.00	2,326.78	.00	35,763.43	4,652.57	88
5601.200	Intra-county expense Insurance	1,921.00	.00	160.08	.00	1,760.88	160.12	92
5601.400	Intra-county expense Copy center	42,000.00	.00	12,495.20	.00	36,618.87	5,381.13	87
5601.450	Intra-county expense Departmental copiers	1,658.00	.00	138.17	.00	1,519.87	138.13	92
5601.550	Intra-county expense Document center	1,090.00	1,090.00	56.61	.00	780.93	309.07	72
5708	Professional services	18,400.00	(3,600.00)	4,525.00	.00	13,575.00	1,225.00	92
	<i>Operating Expenses Totals</i>	<b>\$350,054.00</b>	<b>\$349,984.00</b>	<b>\$32,122.02</b>	<b>\$0.00</b>	<b>\$311,583.21</b>	<b>\$38,400.79</b>	<b>89%</b>
Outlay								
6110.020	Outlay Equipment (\$5,000+)	.00	70.00	.00	.00	.00	70.00	0
	<i>Outlay Totals</i>	<b>\$0.00</b>	<b>\$70.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$70.00</b>	<b>0%</b>
Department 019 - County Clerk Totals								
		<b>\$731,507.00</b>	<b>\$734,683.00</b>	<b>\$61,260.59</b>	<b>\$0.00</b>	<b>\$639,779.52</b>	<b>\$94,903.48</b>	<b>87%</b>
	<b>EXPENSE TOTALS</b>	<b>\$731,507.00</b>	<b>\$734,683.00</b>	<b>\$61,260.59</b>	<b>\$0.00</b>	<b>\$639,779.52</b>	<b>\$94,903.48</b>	<b>87%</b>
Fund 100 - General Fund Totals								
	<b>REVENUE TOTALS</b>	<b>731,507.00</b>	<b>731,507.00</b>	<b>41,616.44</b>	<b>.00</b>	<b>695,919.49</b>	<b>35,587.51</b>	<b>95%</b>
	<b>EXPENSE TOTALS</b>	<b>731,507.00</b>	<b>734,683.00</b>	<b>61,260.59</b>	<b>.00</b>	<b>639,779.52</b>	<b>94,903.48</b>	<b>87%</b>
	<i>Fund 100 - General Fund Totals</i>	<b>\$0.00</b>	<b>(\$3,176.00)</b>	<b>(\$19,644.15)</b>	<b>\$0.00</b>	<b>\$56,139.97</b>	<b>(\$59,315.97)</b>	





# County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 11/30/18

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 802 - Dog License									
REVENUE									
Public Charges									
Licenses									
4401		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
	Public Charges Totals	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE									
Operating Expenses									
Supplies									
5300		900.00	(900.00)	.00	.00	.00	.00	.00	+++
5300.004	Supplies Postage	100.00	(100.00)	.00	.00	.00	.00	.00	+++
5310	Advertising and public notice	2,100.00	(2,100.00)	.00	.00	.00	.00	.00	+++
5330	Books, periodicals, subscription	4,900.00	(4,900.00)	.00	.00	.00	.00	.00	+++
	Operating Expenses Totals	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE TOTALS	\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 802 - Dog License Totals									
REVENUE TOTALS									
	REVENUE TOTALS	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
	EXPENSE TOTALS	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
	Fund 802 - Dog License Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Totals									
	REVENUE TOTALS	739,507.00	(8,000.00)	731,507.00	41,616.44	.00	695,919.49	35,587.51	95%
	EXPENSE TOTALS	739,507.00	(4,824.00)	734,683.00	61,260.59	.00	639,779.52	94,903.48	87%
	Grand Totals	\$0.00	(\$3,176.00)	(\$3,176.00)	(\$19,644.15)	\$0.00	\$56,139.97	(\$59,315.97)	